

LEO LINGEL T. PAÑARES

EXECUTIVE & PROJECT MANAGEMENT VIRTUAL ASSISTANT

TRAINING SUPPORT | CREATIVE CONTENT SPECIALIST



CONTACT

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Rizal, Pinamungajan, Cebu

CORE COMPETENCIES

Executive Support & Admin Management

- Calendar & Inbox Management
- Travel Arrangements
- SOP Creation
- Executive Reporting

Project Management

- Workflow Optimization
- Task Tracking (Trello, Asana, ClickUp)
- Cross-Functional Coordination
- Process Documentation

Training & Learning Support

- Training Needs Analysis
- LMS Management
- Workshop Coordination
- Learning Material Development

Creative & Digital Content

- Canva
- Adobe Creative Suite
- CapCut
- Social Media Content
- Email Campaigns
- Brand Collateral Design

TOOLS & TECHNOLOGIES

- Google Workspace
- Microsoft Office
- Zoom
- Canva
- Trello
- Asana
- CapCut
- Adobe Creative Suite
- Learning Management Systems
- File Organization Tools



PROFILE

Strategic and proactive Virtual Assistant with **8+ years of experience** in executive support, project management, training facilitation, and multimedia production. Adept at managing complex projects, streamlining workflows, and delivering high-impact training and content for entrepreneurs, executives, and organizations. Recognized for turning business goals into actionable plans, ensuring efficiency, and enhancing team productivity.



WORK EXPERIENCE

EXECUTIVE & TRAINING SUPPORT SPECIALIST

2024-2025

Lamac Multi-Purpose Cooperative

- Partnered with executives to align onboarding & training programs with strategic goals.
- Conducted company-wide Training Needs Analysis, streamlining priorities based on data.
- Designed and facilitated leadership & management workshops, improving team communication.
- Maintained seamless communication flow between leadership and cross-functional teams.

OPERATIONS & PROJECT MANAGEMENT LEAD

2019-2024

Lamac Multi-Purpose Cooperative

- Managed multiple operational units (Media, Youth Engagement, Training) to deliver aligned results.
- Coordinated cross-department projects, tracked deliverables, and enforced accountability.
- Led content production for digital campaigns, increasing engagement across platforms.
- Implemented streamlined systems for documentation and reporting, cutting delays by 40%.

DIGITAL LEARNING & MULTIMEDIA INSTRUCTOR

2017-2018

University of San Jose Recoletos

- Delivered multimedia and IT courses using project-based learning.
- Mentored students to achieve 95% project completion rate for final year outputs.



EDUCATION

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

2013-2017

Consolatrix College of Toledo City



NOTABLE ACHIEVEMENTS

- 1st Runner-Up**, Youth Entrepreneurship Pitch Competition, NATCCO Youth Congress (Philippines) 2025
- 2nd Runner-Up**, YOUTHCAN: KoopKicks 3.0 — developed and presented the DIGI-Youth Collective flagship program (Philippines) 2025
- 3rd Place Winner**, ICA Youth Summit, Youth Pitch Competition (Malaysia), 2023
- Editorial Consultant & Head Designer**, "Soar Lamac MPC: 50 Years in Service" commemorative book, 2023
- National **President**, AGRITERRA Youth National (2021 - 2023)
- Visayas Youth Committee Representative**, NATCCO Children & Youth (2021 - 2022)
- SK Chairperson**, Brgy. Rizal, Pinamungajan (2018 - 2023)